



**PrairieCat Administrative Council
Agenda**

June 7, 2019

The Council will meet on Friday, June 7, 2019,
10 am – 3 pm

in person at the Franklin Grove Public Library, 112 S. Elm St.,
Franklin Grove, IL

The meeting will also be available via Level 3 Conference call at
800-747-5150, access code 6234314#

- I. Call to order, Welcome and Introductions
- II. Introduction of Visitors and Public Comments
- III. Review Agenda for Additions/Changes
- IV. Consent Agenda
 - a. Approve minutes for May 3, 2019 PrairieCat Administrative Council meeting (pp. 2-6)
 - b. Approve financial report for April 2019 (pp. 7-11)
 - c. Approve check register for 4/25/19 to 5/30/19 (p. 12)
 - d. Statistical reports, April 2019 (p. 13)
- V. Membership Update
 - a. Update on upgrading libraries and potential members
 - b. Northern8 project update (Amanda Augsburger)
- VI. Administrative Issues
 - a. Review election results (pp. 14-15)
 - b. Recognize departing members and welcome new members
 - c. ACTION: Elect Executive Committee members/officers
 - d. ACTION: Approve check signers
 - e. ACTION: Approve new member for the Finance Committee (p. 16)
 - f. Review ILL Barcode Policy (p. 17)
 - g. Update, RFP for mobile application
 - h. Report from IUG and Director's Link conferences (pp. 18-19)
- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – No report
 - b. Finance Committee – No report
- VIII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body
- IX. Vote to reconvene Open Session of Administrative Council Meeting
- X. ACTION: PrairieCat Director's compensation, FY20
- XI. Review of Meeting – what worked and what didn't
- XII. Public Comments
- XIII. Adjournment
- XIV. Next Meeting – Friday, July 12, 2019, Pecatonica Public Library, Pecatonica, IL



**PrairieCat Administrative Council
Minutes**

May 3, 2019

The Council met on Friday, May 3, 2019
10 am – 3 pm

in person at the DeKalb Public Library, 309 Oak Street, DeKalb, IL
The meeting was also available via Level 3 Conference call at
800-747-5150, access code 6234314#

- I. Call to order, Welcome and Introductions
Present: Amanda Augsburger (PrairieCat), Carolyn Coulter (PrairieCat), Laura Long (EM), Lauren Offerman (TC), Emily Porter (BY), Jacqueline Peterson (RY), Michael Skwara (HC), Patti Smith (RO), Julie Wayland (Chair-PR)

Present on the phone: Elizabeth Smith (PrairieCat)

Absent: Jeff Munson (Vice-Chair FG), Beatrice O'Connell (DK), Penny Bryant (PT)

Wayland (Chair-PR) called the meeting to order at 10:04 am.

- II. Introduction of Visitors and Public Comments
The Council welcomed RAILS Executive Director, Deirdre Brennan.
- III. Review Agenda for Additions/Changes
Coulter (PrairieCat) said the Council no longer needs to discuss section VI. A. Prevailing Wage because the state law has been changed. Coulter reviewed this with the PrairieCat lawyer.
- IV. Consent Agenda
- Approve minutes for April 5, 2019 PrairieCat Administrative Council meeting
 - Approve financial report for March 2019
 - Approve check register for 3/22/19 to 4/21/19
 - Statistical reports, March 2019

MOTION #1

Porter (BY) moved and Offerman (TC) seconded to approve the consent agenda with the revised changes. There was no discussion on the motion. Motion carried by vocal acclimation.

Ayes: 6

Nays: 0

Abstentions: 0

Notes:

- V. Membership Update
- Update on upgrading libraries and potential members
Coulter (PrairieCat) said she sent Marengo-Union Public Library District a quote. The library purchases about \$4,000 in ILL barcodes from PrairieCat

and is close to the N8 libraries.

Coulter (PrairieCat) is also working with Lanark PL, and she will be doing a site visit in August. Coulter said she has talked with Paw Paw Library, but so far the quote has been too high for the library's budget. Coulter has explained the library could apply for a RAILS LLSAP grant for the migration costs. Coulter said if the capital reserve payment could also be covered by the grant that would be a great help to some of these libraries. The libraries are allowed to make the capital reserve payments in installments.

- b. Northern8 project update (Amanda Augsburger)
Augsburger (PrairieCat) said N8 is live in cataloging and are adding items. N8 will be live for circulation on May 22. The project is on track. The acquisitions migration is happening this week. Porter (BY) shared Ida PL had a nice post on Instagram about the migration. Some PrairieCat staff went to Woodstock PL last week to speak at their staff meeting, which helped answer some of their questions. Augsburger said Woodstock and North Suburban are closed on May 22 because they have to manually check-in items.

Coulter said iTiva is in testing and will roll out soon. This is the new phone notification system. The call will show up as Library Autocall.

VI. Administrative Issues

- a. Prevailing Wage Resolution
Based on the language of Public Act 100-1177, which goes into effect on June 1, 2019, PrairieCat no longer needs to approve an annual Prevailing Wage Ordinance.
- b. Final election slate, Administrative Council, Circulation and Tech Services Committees
Coulter (PrairieCat) said this is the final election slate for Administrative Council and the Committees. There are no contested seats for Administrative Council. The ballot will be available from May 13-24. The new members will be invited to the June meeting and seated in July.
- c. ACTION: Approve addition to the General Policy Manual re: Resource Sharing exemptions
Coulter (PrairieCat) said this issue was discussed at the Summit in August. The Committee created this list so that specialty items are exempt from Resource Sharing. This will provide guidelines for libraries and PrairieCat staff.

MOTION #2

Smith (RO) moved and Skwara (HC) seconded to approve the addition to the General Policy Manual re: Resource Sharing exemptions as presented. There was no discussion on the motion. Motion carried by vocal acclimation.

Ayes: 6

Nays: 0

Abstentions: 0

Notes:

- d. Discussion with Deirdre Brennan, RAILS, regarding future planning
Brennan (RAILS) introduced herself. She is at the meeting to discuss future planning. She visited RSA yesterday. She does not want the board to jump to any conclusions; this is just the beginning of conversations. RSA is working on a strategic plan with Standerfer. Brennan wants to make sure all of the options are on the table.

RSA is the only LLSAP that is still dependent on RAILS to such a strong degree. Brennan (RAILS) is proud that PrairieCat has achieved staffing independence. To have sustainable funding is the best step for the libraries and the consortia. RAILS wants to support the LLSAPs as they can, but future financial planning is still necessary. Brennan asked RSA to review all of their options during the strategic planning process including a closer relationship with PrairieCat. She is not talking about a merger and does not have any preconceptions of what it may look like. She wants the conversation to be on the list of options.

Porter (BY) asked how Kendal Orrison (RSA) responded. Orrison is open to that conversation. RSA does not have a strategic plan so this is an important opportunity for them as well as implementing a consistent fee structure. RSA does not have as much administrative support as PrairieCat does.

Brennan (RAILS) said RAILS has been studying delivery for years and the consultant has made recommendations. One of the strong possibilities is to move the RAILS East Peoria hub. That is the natural interchange point between the north and south. The current hub is not large enough, which may affect the other delivery hubs. Find More IL may also help with some of these resource-sharing issues.

Offerman (TC) asked how would this look? Brennan (RAILS) said there are a lot of similarities between the functions of PrairieCat and RSA such as cataloging and training even though they are on different systems. Brennan said perhaps there are examples in other states.

Coulter (PrairieCat) said before serious conversations happen, RSA needs to get on a fee structure. There are barriers with RSA being on Sirsi. RSA has 147 libraries. RSA has 31% of schools in their membership and 65% are public libraries. Brennan (RAILS) said PrairieCat has strong leadership and a strong staff, which is a great incentive for members to join the consortium.

Brennan (RAILS) said RSA is hosting a membership Summit in August so it may still be several months until the strategic plan is finalized. RSA is hesitant to move forward with staffing independence because of the IMRF issue. Long (EM) said hopefully RSA will see the progress PrairieCat has made with staffing independence and see that it is doable.

Coulter (PrairieCat) added PrairieCat has several professional catalogers at member libraries who help with the cataloging. RSA does not have as many large libraries to assist with all the cataloging so RSA has hired catalogers. Coulter said the CMC is a great resource for the LLSAPs so she has been trying to work with them to improve their working relationship.

Wayland (Chair-PR) said once RSA has their strategic plan finalized then PrairieCat can certainly have a conversation about options for future planning.

Autographics has an online catalog that may be integrated with Find More IL. Porter (BY) said that could be a great resource for schools and smaller libraries. This project is in the beginning stages.

VII. Ad Hoc Committee Updates

a. Resource Sharing Committee – Report from 4/24/2019

Coulter (PrairieCat) said originally the committee was going to host a Resource Sharing Summit in May, but there were not strong topics to discuss. A few of the PrairieCat committees could benefit from focus groups to discuss their mission and vision. The Training Committee and Resource Sharing Committee will have focus groups with consultant, Amanda Standerfer, to discuss their mission and function within the organization.

PrairieCat has gone through a lot of changes with the new Training and Outreach Coordinator position. Augsburger (PrairieCat) said the staff, the Training Committee, and the Coordinator position have overlapping roles. Augsburger said Talent LMS adds another layer. Augsburger said there is a lot of overlap with members serving on committees and the roles of the committees. Perhaps some representation from the Circulation and Technical Services Committees would be helpful at these focus groups.

The Council agreed the focus groups seemed like a great idea.

b. Finance Committee – No report

VIII. Review of Meeting – what worked and what didn't
The meeting went well.

IX. Public Comments
There were no public comments.

X. Adjournment

XI. Next Meeting – Friday, June 7, 2019, Franklin Grove Public Library, Franklin Grove, IL

220 W. 23rd Avenue
Coal Valley, IL 61240
(877) 542-7257
<http://support.prairiecat.info>

FY2019 PrairieCat Administrative Council MOTIONS July 2018 - June 2019		M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No N/A - No Answer													
Meeting Date: May 3, 2019		Vote Summary			Votes										
MOTION	Aye	Nay	Abstention	Penny Bryant (PT)		Laura Long (EM)	Jeff Munson (FG)	Beatrice O'Connell (DK)	Lauren Offerman (TC)	Jacqueline Peterson (RY)	Emily Porter (BY)	Michael Skwara (HC)	Patti Smith (RO)	Julie Wayland (PR)	
to approve the consent agenda as presented.	6			A		Y	A	A	2ND Y	NP	M Y	Y	Y	Y	
to approve addition to the General Policy Manual re: Resource Sharing exemptions as presented	6			A		Y	A	A	Y	NP	Y	2ND Y	M Y	Y	

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING April 30, 2019**

Beginning Cash Balance	\$ 1,361,661.24
Cash Received	
Payments from Member Libraries, etc.	359,490.45
Interest - BankORION	307.83
eCommerce Receipts Payable	6,968.67
Total Cash Received	<u>366,766.95</u>
Expenses Paid	
Checks and Vendor ACH Payments	53,226.11
Payroll and Retirement Contributions	65,639.88
ACH Credit Card Payments	1,874.73
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	400.19
Total Disbursements	<u>121,140.91</u>
Ending Cash Balance	<u><u>\$ 1,607,287.28</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	5,581.64
Capital Reserve Designation	384,061.00
Working Cash	1,217,644.64
TOTAL CASH	<u><u>\$ 1,607,287.28</u></u>

PAYPAL FUNDS DETAILS:

April PayPal Receipts in Transit to Bank	\$968.73
Invested in Capital Assets Balance as of April 2019	\$20,406.60
Unrestricted Fund Balance as of April 2019	\$1,291,414.77
FY19 operating expenses excluding planned capital reserve designation:	\$ 1,535,042.38
Working Cash % of operating expenses:	79.32%

PrairieCat
Balance Sheet
As of 4/30/2019

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash in Checking	1,607,287.28
PayPal Funds	968.73
Total Cash & cash equivalents	1,608,256.01
Accounts receivables	14,374.40
Other Receivables	1,042.32
Prepaid expenses	98,509.06
Capital Assets, net	
Computers	390,310.00
Vehicles	24,488.00
Accumulated Depreciation	(394,391.40)
Total Capital Assets, net	20,406.60
Total Assets	1,742,588.39
Liabilities	
eCommerce Receipts Payable	6,550.37
Payroll	
Salaries Payable	19,053.56
PR Tax Withheld Payable	5,634.25
Retirement Payable	5,728.28
PR Tax Expense Payable	2,074.50
Total Payroll	32,490.59
Deferred revenue	391,726.06
Total Liabilities	430,767.02
Net Assets	
Beginning Net Assets	1,184,725.98
Current YTD Net Income	127,095.39
Total Net Assets	1,311,821.37
Total Liabilities and Net Assets	1,742,588.39

PrairieCat

Statement of Revenues and Expenses - FY19 is 83.33% Completed
From 4/1/2019 Through 4/30/2019

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Revised</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Revised</u>	<u>Percent of Annual Budget</u>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,137.50	21,375.00	20,812.00	102.70%	24,975.00	85.58%
Fully Participating and Basic Online Member Revenue	69,204.69	692,046.49	692,047.00	99.99%	830,455.78	83.33%
ILL Barcode Revenue	2,000.00	4,200.00	5,833.00	72.00%	7,000.00	60.00%
Cataloging Revenue	0.00	1,000.00	417.00	239.80%	500.00	200.00%
Fully Participating & Basic Online - CR Contribution	3,512.51	35,125.07	35,124.00	100.00%	42,150.00	83.33%
Union List - CR Contribution	538.34	5,383.40	5,241.00	102.71%	6,290.00	85.58%
Total Fees for Services and Materials	<u>77,393.04</u>	<u>759,129.96</u>	<u>759,474.00</u>	<u>99.95%</u>	<u>911,370.78</u>	<u>83.30%</u>
Reimbursements						
Reimbursements	160.68	3,862.43	1,250.00	308.99%	1,500.00	257.49%
Reimbursements - Hosting Fee	2,809.99	28,099.93	28,100.00	99.99%	33,720.00	83.33%
Reimbursements - PUG Day/DA Fees	1,333.44	14,233.26	13,333.00	106.75%	16,000.00	88.95%
Total Reimbursements	<u>4,304.11</u>	<u>46,195.62</u>	<u>42,683.00</u>	<u>108.23%</u>	<u>51,220.00</u>	<u>90.19%</u>
Investment Income	307.83	2,678.20	2,083.00	128.57%	2,500.00	107.12%
Other						
Other Grants	4,219.73	17,278.43	0.00	0.00%	0.00	0.00%
Other Revenue	0.00	0.00	833.00	0.00%	1,000.00	0.00%
Other Revenue - RAILS Support	49,045.17	514,939.67	514,939.00	100.00%	613,030.00	83.99%
Total Other	<u>53,264.90</u>	<u>532,218.10</u>	<u>515,772.00</u>	<u>103.19%</u>	<u>614,030.00</u>	<u>86.68%</u>
Total REVENUES	<u>135,269.88</u>	<u>1,340,221.88</u>	<u>1,320,012.00</u>	<u>101.53%</u>	<u>1,579,120.78</u>	<u>84.87%</u>
EXPENSES						
Personnel						
Other Professionals	49,648.78	511,302.91	503,786.00	101.49%	609,230.75	83.92%
Support Services	9,757.51	83,189.17	110,279.00	75.43%	133,362.40	62.37%
Social Security Taxes	4,205.03	42,927.52	47,044.00	91.24%	56,891.67	75.45%
Unemployment Insurance	0.00	0.00	7,083.00	0.00%	8,500.00	0.00%
Worker's Compensation	101.08	1,010.80	1,201.00	84.16%	1,442.00	70.09%
Retirement Benefits	5,727.16	56,444.27	60,645.00	93.07%	73,128.89	77.18%
Health, Dental And Life Insurance	10,435.52	89,934.15	94,784.00	94.88%	113,742.07	79.06%
Other Fringe Benefits	90.00	150.00	2,500.00	6.00%	3,000.00	5.00%
Tuition Reimbursements	0.00	0.00	833.00	0.00%	1,000.00	0.00%
Staff Professional Memberships	205.00	205.00	1,667.00	12.29%	2,000.00	10.25%
Recruiting	0.00	428.00	0.00	0.00%	0.00	0.00%
Total Personnel	<u>80,170.08</u>	<u>785,591.82</u>	<u>829,822.00</u>	<u>94.67%</u>	<u>1,002,297.78</u>	<u>78.38%</u>
Buildings and Grounds						
Property Insurance	122.88	1,229.16	1,000.00	122.91%	1,200.00	102.43%
Total Buildings and Grounds	<u>122.88</u>	<u>1,229.16</u>	<u>1,000.00</u>	<u>122.92%</u>	<u>1,200.00</u>	<u>102.43%</u>
Vehicle Expenses						

PrairieCat

Statement of Revenues and Expenses - FY19 is 83.33% Completed

From 4/1/2019 Through 4/30/2019

	Current Month	YTD Actual	YTD Budget - Revised	Percent of YTD Budget	Total Budget - Revised	Percent of Annual Budget
Fuel	509.14	1,956.65	0.00	0.00%	0.00	0.00%
Repairs And Maintenance	0.00	330.92	0.00	0.00%	0.00	0.00%
Vehicle Insurance	206.32	1,857.06	833.00	222.93%	1,000.00	185.70%
Other Vehicle Expenses	0.00	229.00	0.00	0.00%	0.00	0.00%
Total Vehicle Expenses	715.46	4,373.63	833.00	525.05%	1,000.00	437.36%
Travel and Continuing Education						
In-State Travel	1,439.80	5,827.21	5,000.00	116.54%	6,000.00	97.12%
Out-Of-State Travel	0.00	1,900.99	12,917.00	14.71%	15,500.00	12.26%
Registrations And Meeting, Other Fees	736.64	9,299.90	12,500.00	74.39%	15,000.00	61.99%
Conferences And Continuing Education Meetings	39.05	15,198.66	10,000.00	151.98%	12,000.00	126.65%
Public Relations	423.85	904.38	417.00	216.87%	500.00	180.87%
Total Travel and Continuing Education	2,639.34	33,131.14	40,834.00	81.14%	49,000.00	67.61%
Commercial Insurance	417.73	4,342.90	4,583.00	94.76%	5,500.00	78.96%
Supplies, Postage and Printing						
Computers, Software And Supplies	42.08	6,053.58	6,847.20	88.40%	8,216.67	73.67%
General Office Supplies And Equipment	0.00	99.68	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	42.08	6,153.26	6,847.20	89.87%	8,216.67	74.89%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	111.94	566.40	833.00	67.99%	1,000.00	56.64%
Total Equipment Repair and Maintenance	111.94	566.40	833.00	68.00%	1,000.00	56.64%
Professional Services						
Legal	410.50	3,407.15	2,500.00	136.28%	3,000.00	113.57%
Accounting	0.00	4,200.00	4,167.00	100.79%	5,000.00	84.00%
Consulting	0.00	4,475.00	2,917.00	153.41%	3,500.00	127.85%
Payroll Service Fees	454.50	5,126.79	4,667.00	109.85%	5,600.00	91.54%
Total Professional Services	865.00	17,208.94	14,251.00	120.76%	17,100.00	100.64%
Contractual Services						
Information Service Costs	38,481.64	311,692.29	343,536.10	90.73%	412,243.33	75.60%
Outside Printing Services	0.00	667.62	1,667.00	40.04%	2,000.00	33.38%
Other Contractual Services	3,881.25	38,418.75	39,644.00	96.90%	47,575.00	80.75%
Total Contractual Services	42,362.89	350,778.66	384,847.10	91.15%	461,818.33	75.96%
Depreciation	408.14	4,081.40	4,080.00	100.03%	4,897.60	83.33%
Professional Association Membership Dues	84.17	1,208.16	417.00	289.72%	500.00	241.63%
Miscellaneous	91.75	1,044.98	833.00	125.44%	1,000.00	104.49%
Miscellaneous - eCommerce Fees	308.44	3,416.04	5,000.00	68.32%	6,000.00	56.93%
Total EXPENSES	128,339.90	1,213,126.49	1,294,180.30	93.74%	1,559,530.38	77.79%

PrairieCat

Statement of Revenues and Expenses - FY19 is 83.33% Completed
From 4/1/2019 Through 4/30/2019

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Revised</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Revised</u>	<u>Percent of Annual Budget</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>6,929.98</u>	<u>127,095.39</u>	<u>25,831.70</u>	<u>492.01%</u>	<u>19,590.40</u>	<u>648.76%</u>

PrairieCat
Check/Voucher Register
1000 - Cash in Checking
From 4/25/2019 Through 5/30/2019

Vendor Name	Effective Date	Check Amount
WEX Bank	4/25/2019	371.95
Chubb	4/29/2019	3,228.95
Innovative Interfaces Inc	4/30/2019	5,900.00
Innovative Interfaces Inc	4/30/2019	1,000.00
Innovative Interfaces Inc	4/30/2019	600.00
Innovative Interfaces Inc	4/30/2019	3,900.00
Kishwaukee College	4/30/2019	400.00
Mel Foster Co. Insurance	4/30/2019	835.00
Melissa Landis	4/30/2019	162.40
Sandy Tedder	4/30/2019	76.40
Sandy Tedder	4/30/2019	95.21
Bank Orion	4/30/2019	71.75
First Bankcard	5/1/2019	919.09
Paycom Payroll LLC	5/2/2019	227.25
ICMA Retirement Corporation	5/2/2019	2,734.08
ICMA Retirement Corporation	5/2/2019	2,673.17
ICMA Retirement Corporation	5/2/2019	321.03
Paycom Payroll LLC	5/2/2019	17,465.16
Paycom Payroll LLC	5/2/2019	1,588.40
Paycom Payroll LLC	5/2/2019	7,074.99
Paycom Payroll LLC	5/2/2019	633.76
First Bankcard	5/3/2019	848.37
Merchant eSolutions	5/6/2019	259.94
HR Source	5/8/2019	1,040.00
LIMRICC	5/8/2019	14,131.35
WILIUG	5/8/2019	40.00
Amanda Augsburger	5/14/2019	1,031.36
United States Treasury	5/14/2019	24.50
Bank Orion	5/16/2019	20.00
Paycom Payroll LLC	5/16/2019	227.25
ICMA Retirement Corporation	5/16/2019	2,734.58
ICMA Retirement Corporation	5/16/2019	2,673.40
ICMA Retirement Corporation	5/16/2019	321.03
Paycom Payroll LLC	5/16/2019	17,310.69
Paycom Payroll LLC	5/16/2019	1,588.40
Paycom Payroll LLC	5/16/2019	7,283.77
Paycom Payroll LLC	5/16/2019	633.76
Selective Insurance	5/24/2019	2,977.00
WEX Bank	5/28/2019	224.12
Mel Foster Co. Insurance	5/30/2019	3,227.00
Quest Food Management Services, INC	5/30/2019	1,233.05
Paycom Payroll LLC	5/30/2019	227.25
ICMA Retirement Corporation	5/30/2019	2,734.08
ICMA Retirement Corporation	5/30/2019	2,673.17
ICMA Retirement Corporation	5/30/2019	321.03
Paycom Payroll LLC	5/30/2019	18,814.04
Paycom Payroll LLC	5/30/2019	1,588.40
Paycom Payroll LLC	5/30/2019	7,945.06
Paycom Payroll LLC	5/30/2019	633.76
Report Total		143,044.95

PrairieCat FY2019
Statistical Summary

	1st Qtr FY19 To Date	1st Qtr FY18 To Date	% of change	2nd Qtr FY19 To Date	2nd Qtr FY18 To Date	% of change	3rd Qtr FY19 To Date	3rd Qtr FY18 To Date	% of change	Apr 2019	Apr 2018	May 2019	May 2018	June 2019	June 2018	4th Qtr FY19 to date	4th Qtr FY18 to date	% of change	FY19 Totals to date	FY18 Totals To Date	% of change
General																					
Bibliographic records	1,024,917	1,044,963	-1.92%	1,026,012	1,034,751	-0.84%	3,069,912	3,092,942	-0.74%	1,255,374	1,027,916	-	1,026,464	-	1,026,720	1,255,374	1,027,916	22.13%	6,376,215	5,172,656	23.27%
Item records	4,429,102	4,461,682	-0.73%	4,431,490	4,450,195	-0.42%	13,291,746	13,296,439	-0.04%	5,353,467	4,432,723	-	4,426,122	-	4,426,971	5,353,467	4,432,723	20.77%	27,505,805	22,208,316	23.85%
Patron records	369,082	359,086	2.78%	370,581	366,471	1.12%	1,132,218	1,136,740	-0.40%	372,889	367,913	-	364,160	-	366,046	372,889	367,913	1.35%	2,244,770	1,862,297	20.54%
Total circulation	1,333,426	1,330,961	0.19%	1,180,378	1,199,234	-1.57%	1,220,709	1,268,648	-3.78%	400,291	420,197	-	393,585	-	506,248	400,291	420,197	-4.74%	4,134,804	3,798,843	8.84%
ILL transactions on LLSAP	161,893	159,067	1.78%	152,994	153,786	-0.52%	165,783	172,715	-4.01%	52,076	54,633	-	49,893	-	54,698	52,076	54,633	-4.68%	532,746	485,568	9.72%
Reciprocal borrowing	175,587	196,494	-10.64%	165,759	175,054	-5.31%	176,059	189,561	-7.12%	60,648	62,716	-	57,879	-	90,581	60,648	62,716	-3.30%	578,053	561,109	3.02%
Training, Outreach and Engagement																					
Training events	21	34	-38.24%	28	14	100.00%	40	24	66.67%	39	9	-	10	-	11	39	9	333.33%	128	72	77.78%
Training participants	78	400	-80.50%	135	74	82.43%	290	78	271.79%	236	45	-	30	-	58	236	45	424.44%	739	552	33.88%
Training contact hours	168	1,737	-90.33%	272	181	50.55%	561	159	253.39%	633	87	-	62	-	103	633	87	629.11%	1,633	2,076	-21.32%
Site visits	11	18	-38.89%	14	4	250.00%	21	20	5.00%	5	12	-	6	-	4	5	12	-58.33%	51	42	21.43%
Member Meetings/Events	14	12	16.67%	24	6	300.00%	22	16	37.50%	8	11	-	6	-	7	8	11	-27.27%	68	34	100.00%
Meeting/Event participants	507	222	128.38%	440	150	193.33%	265	247	7.29%	230	238	-	62	-	90	230	238	-3.36%	1,442	619	132.96%
Meeting/Event contact hours	2,019	413	389.45%	838	262	219.85%	530	370	43.15%	565	463	-	86	-	120	565	463	22.03%	3,952	1,045	278.27%
Troubleshooting																					
HelpDesk Calls Opened	760	676	12.43%	651	223	191.93%	1,169	811	44.14%	339	271	-	268	-	149	339	271	25.09%	2,919	1,710	70.70%
HelpDesk Calls Closed	776	640	21.25%	653	300	117.67%	1,035	810	27.78%	274	255	-	300	-	123	274	255	7.45%	2,738	1,750	56.46%
Database Enrichment																					
Bibload records loaded - PC staff	5,986	4,583	30.61%	6,293	2,468	154.98%	4,953	6,208	-20.22%	2,112	2,097	-	2,166	-	2,125	2,112	2,097	0.72%	19,344	13,259	45.89%
Bibload records loaded - MARC catalogers	337	2,465	-86.33%	1,927	1,591	21.12%	2,571	3,339	-23.00%	82	992	-	1,297	-	988	82	992	-91.73%	4,917	7,395	-33.51%
Cleanup/overlays/merges - PC staff	1,484	16,105	-90.79%	1,604	285	462.81%	2,039	1,635	24.71%	830	634	-	611	-	690	830	634	30.91%	5,957	18,025	-66.95%
Catalogers	261	3,961	-93.41%	920	947	-2.85%	1,335	3,067	-56.47%	237	846	-	796	-	427	237	846	-71.99%	2,753	7,975	-65.48%
Enhancements/corrections - PC staff	55	81	-32.10%	59	43	37.21%	14	60	-76.67%	34	6	-	10	-	4	34	6	466.67%	162	184	-11.96%
Enhancements/corrections - MARC catalogers	196	27	625.93%	17	3	466.67%	#REF!	72	#REF!	237	15	-	7	-	5	237	15	1480.00%	#REF!	102	#REF!
Authority records created/loaded	2	-	#DIV/0!	#REF!	-	#REF!	-	#DIV/0!	-	-	-	-	-	-	-	-	-	#DIV/0!	#REF!	-	#REF!
Authority records removed	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Original catalogings - PC staff	70	115	-39.13%	73	56	30.36%	78	109	-28.44%	27	30	-	48	-	35	27	30	-10.00%	248	280	-11.43%
Original catalogings - MARC catalogers	-	20	-100.00%	44	4	1000.00%	68	102	-33.33%	-	34	-	4	-	6	-	34	-100.00%	112	126	-11.11%
Serial records created	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!	-	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	471,622	547,718	-13.89%	147,902	248,839	-40.56%	312,005	304,788	2.37%	3,882	143,798	-	96,985	-	390,719	3,882	143,798	-97.30%	935,411	1,101,345	-15.07%
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/sites/default/files/FY2018%20PC%20Statistics.pdf																					

PrairieCat Election Summary
Election Held May 13 - May 24, 2019
FY20 Administrative Council, Circulation Committee, and Technical Services Committee

Seat	Candidate	Vote Count
Administrative Council		
Academic/School/Special Library Seat (3 year term)	Laura Watson, Highland Community College	7
At Large Seat (1 year term)	Michele Arms, Cherry Valley PLD	56
At Large Seat (3 year term)	Patti Smith, Robert W. Rowe PLD	57
Tier 1 Public Library Seat (3 year term)	Emily Faulkner, DeKalb PL	8
Tier 2 Public Library Seat (3 year term)	Emily Porter, Byron PLD	17
Circulation Committee		
At Large Seat (3 year term)	Beth Wood, Robert W. Rowe PLD	57
Tier 1 Public Library Seat (3 year term)	Jolyce Abernathy-Morris, New Lenox PLD	5
	Desnee Thompson, Kankakee PL	3
Tier 2 Public Library Seat (3 year term)	Jenny Hansen-Peterson, Cherry Valley PLD	11
	Lisa Butler, Wilmington PLD	5
Tier 3 Public Library Seat (3 year term)	Patti Smith, Robert W. Rowe PLD	22
Technical Services Committee		
At Large Seat (3 year term)	Lora Totton-Schwarz, Woodstock PL	38
At Large Seat (3 year term)	Deborah Shippy, Moline PL	43
	Kristi Fane, North Suburban PLD	31
Tier 2 Public Library Seat (3 year term)	Dixie DeBord, Yorkville PL	16
Tier 2 Public Library Seat (3 year term)	Dana Fine, Princeton PL	16
Tier 3 Public Library Seat (3 year term)	Nicole West, River Valley District Library	23

Library Type	Ballots Cast	Libraries Eligible to Vote
Public Tier 1	8	13
Public Tier 2	17	25
Public Tier 3	23	50
Academic/Special/School Seat	7	10
Union List Representatives	2	4
Total	58	102
Total member participation		57%

**PrairieCat Administrative Council
FY2020**

Seat	Office	Name	Email	Library	Term Expires
At Large		Michele Arms	michele.arms@prairiecat.info	Cherry Valley PLD (CH)	Jun 30, 2020
At Large	Secretary	Laura Long	laura.long@prairiecat.info	East Moline Public Library (EM)	Jun 30, 2020
At Large		Jacqueline Peterson	jacqueline.peterson@prairiecat.info	Rockridge CUSD #300 (RY)	Jun 30, 2020
Tier 3 Public		Penny Bryant	penny.bryant@prairiecat.info	Pecatonica Public Library District (PT)	Jun 30, 2021
Tier 3 Public	Chair	Jeff Munson	jeff.munson@prairiecat.info	Franklin Grove Public Library (FG)	Jun 30, 2021
Tier 1 Public		Lauren Offerman	lauren.offerman@prairiecat.info	Three Rivers Public Library District (TC)	Jun 30, 2021
Tier 2 Public		Julie Wayland	julie.wayland@prairiecat.info	Princeton Public Library (PR)	Jun 30, 2021
Tier 1 Public		Emily Faulkner	emily.faulkner@prairiecat.info	DeKalb PL (DK)	Jun 30, 2022
Tier 2 Public		Emily Porter	emily.porter@prairiecat.info	Byron PLD (BY)	Jun 30, 2022
At Large		Patti Smith	patti.smith@prairiecat.info	Robert W. Rowe PLD (RO)	Jun 30, 2022
Academic/Special /School		Laura Watson	laura.watson@prairiecat.info	Highland Community College (HC)	Jun 30, 2022

FOIA officers: Carolyn Coulter

OMA officers: Carolyn Coulter, board member TBD



Date: 6/7/2019

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Finance Committee members

Summary: It is recommended to expand the Finance Committee from 9 to 11 members, and appoint the two volunteers we have to the Committee.

Analysis: After the resignation of Rich Ashley from the Finance Committee, we sought new members for the committee. We received two volunteers, Brian Lear from Moline Public Library and Jennifer Ryder from Western District Public Library. If we accept both volunteers and keep Michael Skwara (the existing chair) on the committee that would bring us to 11 members. It is felt that with this committee, this number would not be too big to be productive. It is also felt that encouraging engagement in the budgeting and financial processes of the organization is positive. The number of committee members is not codified in our PrairieCat governance documents, so this decision would fall to the Administrative Council.

Recommendation: It is recommended to expand the committee membership to 11 members, and accept the new volunteers.



Date: June 7, 2019
To: PrairieCat Administrative Council
From: Carolyn Coulter, Director
Re: ILL Barcode Policy Review

As you know, PrairieCat began charging ILL barcode fees in FY2009 for some non-PrairieCat PALS libraries. The FY2009 policy allowed any library that was an OCLC member to obtain a free PrairieCat ILL barcode. In 2010, we revised the policy so that only libraries that belong to a consortium that allows for no-fee resource-sharing by other PALS member libraries could have a free PrairieCat ILL barcode. In 2012, we changed the fee structure and began selling holds in blocks of 100 for \$100 each to be more equitable by size of library and volume of holds placed. In 2013, the policy was changed to allow rollover of unused holds. The current policy is below:

Effective July 1, 2013, the PrairieCat ILL barcode will be sold in blocks of 100 holds for \$100, as many blocks as requested. No refunds or discounts will be permitted.

Chart of ILL Barcode purchases since implementation:

Fiscal Year	Total Barcodes Sold	Total Libraries	# of lower fee libraries	Revenue Generated
FY2009	17	18	8	\$6,760.00
FY2010	17	19	6	\$7,493.75
FY2011	30	37	8	\$14,950.00
FY2012	29	35	8	\$15,000.00
FY2013	25	28	n/a	\$9,700.00
FY2014	29	34	n/a	\$13,500.00
FY2015	29	38	n/a	\$10,400.00
FY2016	28	37	n/a	\$7,600.00
FY2017	28	37	n/a	\$9,000.00
FY2018	28	37	n/a	\$6,300.00
FY2019	34	39	n/a	\$5,040.00*

*amount extrapolated from revenues as of 4/31/2019.

Revenues have decreased as “roll over” holds are used and fewer barcodes are sold. Find More Illinois may continue to grow, and thus some libraries may discontinue use of the ILL Barcode program in FY20 depending on the expansion. However, many of the other current ILL Barcode participants are standalone or non-automated libraries that are unlikely to join FMI anytime soon.

Continuing to sell holds in blocks of 100 makes participation more affordable for small libraries, and has not deterred larger libraries. The policy of allowing rollovers is fair and makes it easier to administer the program without having to track and delete unused holds at the end of the year.

Staff has no recommendations for change in FY20.



Date: 6/7/2019

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Innovative DirectorLink, 5/8-5/10

I recently returned from the annual Innovative DirectorLink conference in Phoenix, Arizona. Below are some of the main elements I took away from this event. As usual, I believe that this was a helpful event and beneficial to PrairieCat. In addition to the information gathered, I was able to network with senior Innovative staff and express our concerns regarding our topics of interest.

Sierra Priorities:

- Innovative will retain 3+ major releases a year, generally quarterly
- Enhancements continue to be pulled from IdeaLab. Emphasis was made on participation by public libraries. They do revisit old IdeaLab ideas that “didn’t make the first cut” however.
- Web client: all scaling and performance testing done by end of year. V. 5.0 will have 60 concurrent users. They are starting beta for 240, and by end of year will deliver 1000+. (We have signed up for the beta).
- They will be adding the per item price to the due slips in V. 4.3. to reflect the ROI the patron receives by using the library. This was an IdeaLab request of ours (and several other people, as well).
- The Inspire framework: Inspire is the new system they are working on. They have some academic libraries currently in production with Inspire discovery. They are working toward betas with public libraries, and will be working on consortial functionality at the end of the year. Costing: there will be no cost to Encore libraries in year 1 who migrate to Inspire Discovery.

Support:

- Innovative has re-worked support groups to reflect regionally focused groups. They have divided staff into regions so support gets to know their customers in their regions.
- They have hired more “directors” like Vince Briggeman. Ours would be Gary Bell: gary.bell@iii.com, 510-450-6344, x 4576
- They are also upgrading the phone system and phone tree
- Supportal will be upgraded, and materials that are spread across Supportal, CSDirect and IdeaLab will be consolidated into one interface.

Innovative Budget Priorities:

- Products on “maintenance” (Millennium, Virtua) will be maintained and supported for the time being, but no development will occur on them.
- In Market products (Polaris, Sierra, InReach) will continue at the same budgeted level for development as last year.
- New solutions (Inspire) will continue to develop/budget and move forward.
- Inspire Discovery for public libraries will be rolling out “showcases” in Q2 (these are like what we do now with the splash pages, from what I can see)
- Q3 and Q4-will be working on consortial support for Inspire Discovery
- Putting more budget into mobile development
- SkyRiver is now “Maintenance”! They will be migrating a similar service into the Inspire framework. (bad news-who knows when that will happen). No further development on SkyRiver. This is the first any of us had heard this.
- They have added a new CIO position to bring more emphasis to disaster, privacy, security, straight “I” issues. (I met with the CIO, Joe McMorris, and expressed some concerns I had recently with backup notifications. I also sought to ascertain that the cloud ops team is on alert for our NIC go-live and our server environment is sized adequately to absorb our increases. He has been responsive and provided me assurances that they are aware and making sure they are good to go).
- They will be building in more custom development and management services-but didn’t explain what that meant. I asked about the old “LMR” position, again, and got a nebulous response from Shaheen (the CEO). He said they understand (but they don’t do anything about it). Hilary (VP of support) said that if we need specialized advice like that she can set us up with a subject matter expert to discuss. We have done that in the past with one issue-but I said that this function should be baked into their support. I have tried to emphasize this every year I have attended, to apparently no avail.

Privacy and Security:

- They trumpeted their compliance with ISO 27001 privacy-and it is a big deal- and also their GDPR compliance. They also spoke to their PCI compliance. They did say it was a “two way street” and we shouldn’t share passwords. I told them (and others did too) that they should be realistic about that re: circ logins. Every library in the world has to do this-they should face that fact.
- They recommended DPA’s (digital protection addendums) with vendors who are allowed through the firewall. I also agree this is a good idea, and Rebecca Malinowski from CCS will be reaching out to our lawyer (we share the same lawyer) about getting something written for us.